



CITY OF VISTA

Parcel Map and Final Map Submittal Requirements

Submittal appointment with Land Development Division is required. Incomplete submittal will not be accepted.

Planning Case Number: P _____ - _____

Date: _____

JOB ADDRESS, APN: _____

ENGINEER OF WORK (Name, Address, Phone, Email):

OWNER (Name, Address, Phone, Email):

PROVIDE COMPLETE DIGITAL SUBMITTAL of the following through file sharing link or USB drive, plus **HARD COPIES** as noted.

- (Digital + 1 copy) **Transmittal Letter** from Engineer of Work listing all items been submitted
- (Digital only) Map submittal must be accompanied by all relevant grading and improvement plans and signature omissions letters.
- (Digital + 3 hard copy sets) **Proposed Parcel Map or Final Map** with below required format:
 - o Maps shall be 18" x 26" with a 1" border, folded in quarters.
 - o Provide a vicinity map indicating the location of the project.
 - o Plot and dimension all existing and proposed easements
 - o Signature omissions reflecting document description of easements, not title report statement
 - o Maps must be prepared, signed, and stamped by a Professional Land Surveyor (PLS) or Registered Civil Engineer (RCE) with registration number of 33965 or lower.
- (Digital + 1 copy) Current **Title Report** less than 3 months old in **pdf with working hyperlinks** and Lot Book report or Vesting Deed for bond preparation.
- (Digital + 1 copy) **Approved Tentative (Parcel) Map**
- (Digital + 1 copy) Project **Conditions of Approval**
- (Digital only) **Proof of legal parcel** (see County of San Diego PDS-358 & Policy G-3 for additional information)
- (Digital only) **Record Documents** (see submittal organization below) Legible PDF copies of:
 - o Vesting deed
 - o All map references (TIFF format or PDF) (Records of Survey, Parcel Maps, Final Maps, Corner Record, etc.)
 - o All deeds and easement documents listed in the title report, used for boundary determination, and referenced as secondary calls in any document used.
- (Digital only) Map Check **Traverse calculations**, with bearings shown in xxx°xx'xx" format and distances shown with two significate digits (xxx.xx') with signature and seal, showing the following:
 - o The mathematical closure of all lots in the subdivision (net and gross when applicable)
 - o The mathematical closure of all easements & dedications
 - o The mathematical closure of the boundary.
 - o Mathematical closure of NAD 83 ties in grid and in ground
- (Digital + 1 copy) Cost estimate and signed/stamped letter for setting all required monuments.
- (Digital + 2 copy) Draft of Declaration of Covenants, Conditions and Restrictions (CC&Rs) and matrix exhibit, as applicable



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- Fees - Plan check fees due upon the acceptance of 1st submittal.** Please contact city staff for initial fee invoice and acceptable payment methods before initial submittal. Please visit [city website](#) for fee schedule as needed.
- (Digital only) **Submittal Organization** - format digital submittal in a logical method.
 - Document names representing type of document (2024-0011111 Proof of legal parcel, 1789-12345 EX Ease, etc.)
 - Folders separating document
 - Final Map
 - Title Report
 - Existing Easements
 - Record Maps
 - Traverse Closures
 - Planning Documents (Tentative Map, Conditions of approval, CC&Rs, etc.)
 - Grading and improvement Plans
 - etc.
- Clearly identify items on this checklist for easy identification upon submittal.**
- Other:**